



So you're planning a

Street Closure

Please keep the following things in mind as you begin planning your community event and before completing a [Community Event Application](#). Being informed about the street closure process will help you organize and execute an effective event that is enjoyable for all those involved.

- 1. The street closure notice should list the name of the event, dates and times of the event, specific streets to be closed, a contact person and specific streets to be closed.**
The applicant requesting the street closure is responsible for any damages to people or property.
- 2. Signatures should be obtained from all residents and/or businesses on the street to whose driveway access will be closed.**
- 3. The signed approvals, along with the street closure notification or a copy of the event flier should be included with the Community Event Application.**

The Division of Arts & Cultural Services is available to assist you and answer any other questions you have regarding planning your event. Call 316-303-8630 or e-mail Cscclark@wichita.gov for more helpful tips.